



## COUNTY OF LOS ANGELES

### JUDICIAL PROCEDURES COMMISSION

383 Hall of Administration/500 West Temple Street/Los Angeles, California 90012 / (213) 974-1431

### MINUTES OF THE 688<sup>th</sup> MEETING OF THE JUDICIAL PROCEDURES COMMISSION

The 687<sup>th</sup> meeting of the Los Angeles County Judicial Procedures Commission was held on November 15, 2007, in Room 140 of the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California. A list of those present follows:

#### **MEMBERS PRESENT**

Nelson L. Atkins, Chair  
Paul A. Jacob, Vice Chair  
Clifton W. Albright  
Andrew Friedman  
William J. Galloway  
Neal S. Millard  
Annie Y. Huang

#### **MEMBERS EXCUSED**

Gary L. Barr  
Bertrum M. CeDillos  
Ann Jackson  
Sylvia Scott-Hayes

#### MEMBERS

Nelson L. Atkins  
*Chair*

Paul A. Jacobs  
*Vice Chair*

Clifton Albright  
Bertrum CeDillos  
Andrew Friedman  
Gary L. Barr  
William J. Galloway  
Ann Jackson  
Neal S. Millard  
Sylvia Scott-Hayes

#### **EX OFFICIO MEMBERS**

Heather Aubry, Los Angeles City Attorney's Office  
Samuel Dacus, Los Angeles County Sheriff's Department  
Devallis Rutledge, District Attorney's Office  
Raul Quintana, Los Angeles County Office of the Public Defender  
James Endman, Los Angeles Superior Court

#### **COUNTY REPRESENTATIVES**

Zoe Venhuizen, Superior Court  
Margaret Little, Superior Court

#### **STAFF**

Rosemary Osuna, Commission Staff  
Martha Arana, Commission Staff  
Mireya Rivera, Commission Staff

#### **CALL TO ORDER**

Chair Atkins called the 687<sup>th</sup> regular meeting of the Los Angeles County Judicial Procedures Commission (JPC) to order at 12:35 p.m.

### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Friedman. Introductions of Commissioners, ex officio members, Justice Deputies of the Board of Supervisors, staff and guests followed.

### **APPROVAL OF THE MINUTES OF OCTOBER 18, 2007**

On motion of Commissioner Albright, seconded by Commissioner Friedman, and unanimously carried, the minutes for the meeting of October 18, 2007, were approved as submitted.

### **CHAIR'S REPORT**

Chair Atkins reported that he met with John A. Clarke, Executive Officer/Clerk of Los Angeles County Superior Court. Chair Atkins discussed the Child Custody Exchange Program and ways to work collaboratively on challenges that the Court faces, such as Diversity on the bench.

### **COMMITTEE REPORTS AND UPDATES**

#### **Child Custody Exchange Program Update**

Vice Chair Jacobs discussed future funding for the Child Custody Exchange Program, and payment for services rendered by those agencies that provided monitoring and other services before the funding was terminated. He discussed the following recommendations for raising funds:

- Each Commissioner could approach his/her respective Supervisor to find out if the Supervisor is supportive of the program and elicit his/her concept of the program.
- The Commissioners could contact Domestic Violence Programs in their respective Districts for referrals to sources for obtaining private funding.

Captain Samuel Dacus informed the Commission that he would contact the Sheriff Stations and research the availability of space in the stations for the Child Custody Exchange Program and advise the Commission of his findings.

Chair Atkins advised the Commission that Detective Barber of the Los Angeles Police Department is interested in including police stations as potential sites in which for the Child Custody Exchange Program could take place.

After discussion, on motion of Commissioner Friedman, seconded by Commissioner Millard, and unanimously carried, the Judicial Procedures Commission agreed to request that the County find ways to support, either monetarily or otherwise, the Child Custody Exchange Program.

#### Update on Self-Help Legal Access Centers

Zoe Venhuizen reported the following:

The Norwalk Court House has recently opened a Resource Center for Self-Represented Litigants, and the official dedication is scheduled for December 11, 2007.

The Van Nuys Resource Center for Self-Represented Litigants has moved out of the trailers into the Court house and shares space with the Law Library. Opening ceremony for this center will be held in the early part of 2008.

The Law Library and the Pasadena Court House have moved into the Pasadena Public Library. Initially, this was an opportunity to acquire a large space that might accommodate the child waiting area and the Self-Help Access Center. However, after further study, the space was not feasible for the child waiting area, and will only house the Self-Help Access Center.

Dr. Margaret A. Little requested the Commission's assistance on a Self-Help Legal Access Center project, which includes workshops for self-litigants going through divorce. The workshop process requires several visits to the center with the individuals submitting documents and paperwork. Frequently, the paperwork and documents are out of order, missing or crumbled which delays the process. A solution would be to have folders with fasteners to file the paperwork, similar to a legal file, which would expedite the process and make the Court processes more efficient.

Dr. Little reported that it would be extremely beneficial to have the folders at the Central Courthouse, and possibly the Norwalk Courthouse, *Dissolution of Marriage* workshops. Additionally, the folders would have labels acknowledging that the folders were donated by the Judicial Procedures Commission. The total cost for the folders and labels would be \$500.

After discussion, on motion of Commissioner Albright, seconded by Commissioner Millard, and unanimously carried, the Commission voted to fund folders and labels, with a cost not to exceed \$500, and that the labels read as follows: *Courtesy of the Los Angeles County Judicial Procedures Commission.*

**CULTURAL DIVERSITY AND SEXUAL HARRASSMENT PREVENTION TRAINING  
FOR COUNTY COMMISSIONERS**

Rosemary Osuna, Commission Services staff, informed the Commission of the Board mandate requiring all Los Angeles County commissioners to attend a Sexual Harassment Prevention and Cultural Diversity Training. Said training is scheduled for January 17, 2008, from 1 p.m. to 5 p.m., in Room B-28 of the Kenneth Hahn Hall of Administration.

**HOLIDAY CELEBRATION AT KENDALL'S BRASSERIE AND BAR**

Chair Atkins announced that the Commission's holiday luncheon would be held at Kendall's Brasserie and Bar on December 20, 2007, at 12:00 noon.

**MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON  
A FUTURE AGENDA)**

Commissioner Friedman recommended that the Commission contact the Governor's appointment secretary to request a presentation from the Governor's Office on bench appointments.

Chair Atkins asked the Commission to consider the possibility of changing the JPC meeting day from the 3<sup>rd</sup> Thursday of the month to the 2<sup>nd</sup> Thursday of the month to accommodate Commissioners' conflicting schedules. This issue will be addressed at the February 2008 meeting.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

There being no further business, the 687<sup>th</sup> meeting of the Judicial Procedures Commission adjourned at 1:25 p.m.